



# CITY OF HOUSTON

## Job Posting

1	<i>Applications accepted from:</i>	ALL PERSONS INTERESTED
2		
3	<i>Job Classification</i>	MANAGEMENT ANALYST I
4	<i>Posting Number</i>	PN #109639
5	<i>Department</i>	HOUSTON POLICE
6	<i>Division</i>	TECHNOLOGY SERVICES
7	<i>Section</i>	N/A
8	<i>Reporting Location</i>	33 ARTESIAN *
	<i>Workdays &amp; Hours</i>	MONDAY – FRIDAY, 8:00 A.M. – 5:00 P.M.* *Subject to change

- 9
- DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Assist in evaluating compliance to financial, accounting and budgetary procedures. Reviews and prepares financial, accounting and budgetary forms, reports and records for the division and management. Assists in the preparation and evaluation of budget submittals. Monitors, prepares requests, tracks fiscal instruments and provides analysis for specific budgets and funds. Coordinates special projects related to fiscal services. Performs technical activities, such as reviews methods, activities, and procedures pertinent to budget and management investigations and studies. Handles any special projects or related problems. Performs other duties as requested.
- 10
- WORKING CONDITIONS**

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.
- 11
- MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor’s degree in Public Administration, Business Administration, Finance or a field directly related to the job.
- 12
- MINIMUM EXPERIENCE REQUIREMENTS**

One year of administrative and/or professional experience in accounting, budget analysis, finance, public/business administration or a field directly related to the job is required.
- 13
- MINIMUM LICENSE REQUIREMENTS**

Must have a valid Texas Class “C” driver’s license and be in compliance with the City of Houston’s policy on driving. (AP 2-2).
- 14
- PREFERENCES**

Preference will be given to applicants with knowledge of Microsoft products (Word, Excel, etc) and City Advantage System. Individual needs to be detail oriented and have a strong financial background.
- 15
- SELECTION/SKILLS TESTS REQUIRED**

None.
- 16
- SAFETY IMPACT POSITION**

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

☒ Yes    ☐ No
- 17
- SALARY INFORMATION**

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

**Salary Range – Pay Grade 15**

\$901.00 - \$1,270.00 Biweekly    \$23,426.00 - \$33,020.00 Annually
- 18
- OPENING DATE**

March 29, 2006
- 19
- CLOSING DATE**

April 4, 2006
- 20
- APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 308-1300. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

**An equal opportunity employer**